



**U.S. Senator Tim Kaine  
Internship Program Application**

**Before applying please note:**

Our office is unable to offer an internship to everyone who applies. The summer session is reserved for rising seniors in college due to the large number of applications we receive during that time of the year. The fall/winter and spring sessions are open to students at any point in their college careers. Preference will be given to Virginia residents and in-state college students.

**Instructions:**

1. Please completely fill out the application below.
2. Please submit a cover letter (no longer than 400 words) explaining your interest in the internship program and how it would help you achieve your academic or career goals.
3. An official transcript and two letters of recommendation must be attached to this application.
4. Return signed application, cover letter, transcript, and recommendations to:

**For DC Office Internships:**

E-Mail: [kathy\\_wilmoth@kaine.senate.gov](mailto:kathy_wilmoth@kaine.senate.gov)

Mail: U.S. Senator Tim Kaine  
United State Senate  
Washington, DC 20510  
Attn: Intern  
Coordinator  
Fax: (202) 228-6363  
Attn: Intern Coordinator

**For State Office Internships:**

*\*Please clearly specify which office location you're interested in*

E-mail: [john\\_knapp@kaine.senate.gov](mailto:john_knapp@kaine.senate.gov)

Mail: U.S. Senator Tim Kaine  
United State Senate  
507 East Franklin Street  
Richmond, VA 23219  
Attn: Intern  
Coordinator  
Fax: (804) 771-8313  
Attn: Intern Coordinator



Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

College/University: \_\_\_\_\_

Year in School: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

GPA: \_\_\_\_\_

Will you be receiving college credit? \_\_\_\_\_

Activities: \_\_\_\_\_

\_\_\_\_\_

High School: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

Employment History:

Employer	Position/Type of Work	Dates

Signature: \_\_\_\_\_

Date: \_\_\_\_\_